

## **HRPD PROGRAM REQUIREMENTS**

### **Participation**

Decisions regarding the appropriateness and timing of employees' participation in the HRPD program are at the discretion of the employing agency, based upon individual need and organizational priorities and resources. Employees wishing to take specific courses without pursuing the Certificate of Completion may do so. However, the certificate will be awarded only to those meeting full HRPD program requirements.

### **Registration**

Agencies may register employees for courses at any time. Please use the Course Registration Form available at OHR's web site under Employee Services. Registration is limited to a class size of 25 participants per session. If demand warrants, a second offering of that session may be scheduled; otherwise, individual's names will be placed on a waiting list for the following fiscal year.

### **Requirements for Completion**

- The Certificate of Completion requires completion of all Core Courses and 27 hours of elective courses. You must be present no less than 90% of the class time for each course to receive credit for attendance.

### **Recognition**

Participants who complete the HRPD program requirements will receive the Budget and Control Board's Certificate of Completion.

.